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Administrative Assistant (Non-Merit, Non-Chapter)

Established in 1914, the Kentucky Board of Nursing (KBN) has an established history of protecting the well-being of the public by development and enforcement of state laws governing the safe practice of nurses, dialysis technicians, and licensed certified professional midwives. KBN values excellence, integrity, responsiveness and collaboration. KBN strives to be a future focused and dynamic agency with a strong workforce devoted to its mission and values.

The Kentucky Board of Nursing, Credentials Branch in Louisville (Jefferson County) has an opening for a non-merit, non-chapter Administrative Assistant.

DUTIES AND RESPONSIBILITIES:

This position provides critical professional support and coordination services for the Credentials Branch and staff.

Responsibilities may include, but are not limited to:

- Assists with walk-ins. Reviews and responds to inquiries regarding licensure from licensees, the public and other parties and routes to appropriate staff needed.
- Tracks, logs, and compiles records and other data for the branch and/or agency.
- Responsible for retrieval of a high volume of documents from the online portal or other submission processes. Reviews and processes submissions through workflow or routes to appropriate staff.
- Processes incoming mail and other documents for the branch and disseminates written correspondence, forms, and letters to licensees within specific timeframes. Provides back-up for processing mail agency wide when needed.
- Updates and audits information in agency databases.
- Assists with special projects and provides inter-agency cross-coverage as directed.
- Performs other duties as assigned.

REQUIRED SKILLS:

- Strong Attention to Detail
- Ability to Multi-task and Prioritize
- Self-Initiative
- Dependability
- Integrity
- Excellent Customer Service and Communication Skills

Proficiency in Microsoft Office programs and experience in creating and maintaining complex spreadsheets is required. Experience with paperless filing systems and organization and maintenance of electronic documents is highly preferred.

We offer a great package of employee benefits, including:

- A 37.5 hour work week (occasional overtime may be required)

- Paid Time Off (Sick and Vacation) and Paid Holidays
- Overtime / Compensatory Time
- Flexible Work Schedules
- Affordable Health Insurance with Optional Health Reimbursement Accounts on some plans
- Optional Flexible Health Spending Account
- Optional Dental and Vision Insurance
- Life Insurance
- Optional Deferred Compensation Program (401K & 457)
- Retirement
- Training/Career Development Opportunities
- Wellness Incentive Programs
- And More!

Applicants and employees may be required to submit to a drug screening test and background check.

Pay Grade: 00

Gross Monthly Salary Range: \$2,427.44-\$3,215.72 (\$29,129.28 - \$38,588.64 annually)

Position #: 31117635

Employment Type: EXECUTIVE BRANCH | FULL-TIME | NON-MERIT, NON-CHAPTER | FLSA NON-EXEMPT | 37.5 HR/WK

Location: 312 Whittington Parkway, Suite 300, Louisville, KY 40222

Resumes and letters of interest for this position should be directed to Jennifer Hart, Human Resource Administrator by e-mail at: Jennifer.Hart@ky.gov

This position will remain open until filled.

An Equal Employment Opportunity/Affirmative Action Employer M/F/D